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30 October 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Weekly Report for Week Ending 30 October 1953

1. General



2. Projects and Studies in Process

a. Special Shipment to Europe - (continued item)

Arrangements for the air shipment of certain classified items have been completed. It is anticipated that this entire shipment will be received in the field prior to the deadline date of 15 November 1953.

b. Survey of DD/P Logistical Functions - (continued item)

A review of the logistical functions within the SR Division has been completed by the Organization and Methods Service, Office of Comptroller. A copy of this survey has been received within the Logistics Office and is in the process of review. Representatives from the I&R Staff, Logistics Office participated in this review.

3. Staff Items of Interest

a. New Channel of Transportation - (new and completed item)

Arrangements have been made whereby CIA will utilize [redacted] in the movement of cargo from Washington to [redacted]. This arrangement is expected to materially reduce transportation costs to this area.

b. Delivery of Materiel from State Department - (new item)

This office has been informed that the State Department will no longer deliver to the CIA Library, Office of Collection and Dissemination, publications such as foreign books, newspapers, and periodicals received by the State Department from Embassies world-wide. Temporary arrangements have been made for the pickup of this materiel pending the completion of a study by O&M Service, Office of Comptroller to determine areas of responsibility.

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4. Administration

a. Agency Regulations - (continued item)

(1) The Regulations Development Committee has been established within the Logistics Office for the purpose of expediting regulatory issuances. The major efforts of this Committee will be devoted to the development and coordination of regulations pertaining to logistical functions.

(2) Proposed Agency [REDACTED] covering "General Transportation Policy" were forwarded to the Regulations Control Staff for final coordination and publication.

b. Logistics Support Course - (continued item)

Final arrangements have been completed for this course which will begin on 9 November 1953. The majority of the trainees to attend this course will be from DD/P.

c. Personnel Report - (continued item)

The on duty strength report for the Logistics Office as of 28 October was [REDACTED]

5. Transportation Division

a. Operational Statistics, Week Ending 29 October 1953 - (continued item)

- (1) Tonnage Moved - 33 tons (out of town)
- (2) Truck Mileage - 7,855 miles
- (3) Total Air Shipments - 18
- (4) Total Surface Shipments - 74

6. Supply Division

a. [REDACTED] - (continued item)

A program has been initiated for a complete inventory of warehouse stocks [REDACTED]. This special inventory is the last phase of the over-all program of rewarehousing, consolidation and identification.

b. Flex-O-Print Catalog - (continued item)

Final action is being taken for the procurement of equipment and technical services necessary to establish a supply catalog under the Flex-O-Print system.

7. Procurement Division

a. Contract Documents and Requisitions - (continued item)

(1) Contracts

Contractor

[REDACTED]

Commodity & Quantity

Dollar Value

Research in contaminants for rubber \$25,440.

Milling machine & attachments 2,656.

(2) Requisitions - By Division Branch

	<u>Special Purch.</u>	<u>Military Purch.</u>	<u>Contract</u>	<u>Purchase Order</u>	<u>Total</u>
Brought Fwd.	7	9	95	235	346
Received	26	21	12	193	252
Completed	26	27	8	123	184
Pending	7	3	99	305	414

8. Real Estate and Construction Division



JAMES A. GARRISON
Chief of Logistics

LO/SS/ARL:mk (30 October 1953)

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